



# Planning & Development Department

## HOME OCCUPATION



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## Planning & Development Department

### APPLICANT'S GUIDE TO A HOME OCCUPATION SUBMITTAL



**APPLICATIONS MUST BE ENTIRELY COMPLETED AT TIME OF SUBMITTAL AND ACCOMPANIED BY A \$25 ZONING CLEARANCE FEE ALONG WITH THE FOLLOWING:**

1. A site/plot plan (seven copies). Include vicinity map.
  - Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label existing use. Indicate setbacks from property lines and distances between buildings.
  - Include a north arrow and scale. The scale must allow the dimensions represented to be verified.
  - Show all building dimensions.
  - Show and label all easements (i.e., drainage, ingress/egress, public utility easements, etc.)
  - Indicate dedicated street access and names. Include existing and proposed items within road right-of-way.
  - Label the following: alignment of washes, slope and general elevation changes, vegetation, and type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
  - Storage tanks (above or below ground) are considered accessory structures and must be depicted on site plans. Propane tanks 250 gallons or larger may be subject to Fire Marshall approval.
  - Single-family residences that require detailed technical/engineering review (hillside lots) are required to be sealed by an appropriate professional, registered in the State of Arizona.
  - Hillside requirements are mandated if construction/grading site has a portion of land with a slope of 15% or greater.
  - All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
2. A floor plan (two copies) of the residence or building where the home occupation will be located.
  - Identify the space to be used for the home occupation.
  - Include the dimensions of the space or room.
  - Include the area in square feet of the space or room.
  - Identify all entries/exits.
3. A recorded deed/proof of ownership is required (one of the items listed below):
  - Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardians Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgment (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable evidence as may be approved by the Planning and Development Department.
4. A completed Supplemental Information form is required.
5. A completed and signed Qualifying Standards for Home Occupation form must be submitted.



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### APPLICANT'S GUIDE TO A HOME OCCUPATION SUBMITTAL



6. A Patent Easement Deed (when applicable) may be acquired at the Bureau of Land Management, 1 N. Central, Phoenix, (602) 417-9200, located at the northeast corner of Washington and Central Avenue.
7. Correct Assessor parcel numbers are critical for the review process. Incorrect Assessor parcel numbers may cause additional review time and additional office visits.

The following agencies may require additional information:	
<b>Maricopa County Flood Control District Regulatory Division 2801 W. Durango Street Phoenix, AZ 85009 (602) 506-1501</b>	<b>Maricopa County Department of Transportation Engineering Division 2901 W. Durango Street Phoenix, AZ 85009 (602) 506-8600</b>
Other Contact Information	
Blue Stake (locates underground utilities)	(602) 263-1100
Building Code Information	(602) 506-7147
Building and Drainage Inspections	(602) 506-3692
Registrar of Contractors	(602) 542-1502
Maricopa County Assessor's Office	(602) 506-3406
Maricopa County Zoning Information	(602) 506-3201
Notes:	



**Planning & Development  
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QUALIFYING STANDARDS  
FOR A HOME OCCUPATION**



The checklist below outlines qualifying standards for zoning clearance of a Home Occupation permit. Please read this information carefully and thoroughly. Sign below if you agree to follow the requirements listed.

- ✓ The entrepreneur of a home occupation shall reside in the dwelling in which the business operates.
- ✓ No one other than the residents of the dwelling shall be employed in the conduct of the home occupation.
- ✓ The business shall be conducted entirely within a completely enclosed dwelling.
- ✓ The total area used in the conduct of the business shall not exceed 15 percent or 250 square feet of the habitable dwelling area, whichever is less.
- ✓ There shall be no signs, advertising, display or other indications of the home occupation on the premises.
- ✓ The residential address of the business shall not be listed in any business directory or in any advertising.
- ✓ Direct sales of products from display shelves or racks are prohibited. However a customer may pick up an order previously made by telephone or at a sales meeting.
- ✓ The home occupation shall not interfere with the delivery of utilities or other services to the area.
- ✓ The business shall not generate any noise, vibration, smoke, dust, odors, heat, glare, or electrical interference with radio or television transmission in the area that would exceed that normally produced by a dwelling unit in a zoning district used solely for residential purposes.
- ✓ No mechanical equipment or power tools shall be used, except that used for normal household purposes.
- ✓ No toxic, explosive flammable, radioactive or other similar material shall be used, sold or stored on the site.
- ✓ There shall be no change to the residential appearance of the premises including the creation of separate or exclusive business entrance(s).
- ✓ No more than 1 vehicle used in commerce shall be permitted in connection with the home occupation. Said vehicle shall be stored in an enclosed garage at all times and shall have no more than 2 axles.



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QUALIFYING STANDARDS FOR A HOME OCCUPATION



- ✓ The number of clients or students on the premises shall not exceed 1 at any time.
- ✓ No clients or students shall be permitted on the premises for business purposes between the hours of 10:00 p.m. and 7:00 a.m.
- ✓ Deliveries from commercial suppliers shall not occur more than once a month, shall not restrict traffic circulation and shall occur between 8:00 a.m. and 5:00 p.m., Monday through Friday.
- ✓ Any outdoor display or storage of materials, goods, supplies or equipment shall be prohibited.
- ✓ If the home occupation requires that any clients or students visit the property, 1 parking space shall be provided per Section 1102 of the Maricopa County Zoning Ordinance. For the purpose of providing said parking space, tandem parking is permissible (arranged one behind the other).

I have read the above and by signing below agree to the Home Occupation standards. I fully understand that if I no longer comply with any of these requirements, I will be in violation of the Maricopa County Zoning Ordinance.

Applicant(s) Name:		
Applicant(s) Signature(s):		Date:
		Date:
		Date:



# Planning & Development Department



## LAND USE APPLICATION

Application must be completed in full

TRACKING NUMBER:		ASSESSOR'S PARCEL NUMBER:	
<b>LOCATION INFORMATION</b>			
Street Address:			
City/State/Zip:			
Major Cross Streets:			
<b>PROPERTY OWNER INFORMATION</b>		<b>GENERAL INFORMATION</b>	
Owner:		Subdivision:	
Address:		Mobile Home Park Name:	
City/State/Zip:		Lot#:	Block#:
Phone:		Space#:	Track #:
Alternate Phone:		Lot Square Feet:#:	
<b>AGENT/CONTACT INFORMATION</b>		<b>UTILITY INFORMATION</b>	
Contact Name:		Electric Co.:	Water Co.:
Phone:	( )	Gas Co.:	Sewer Co.:
Alternate Phone:	( )	Fire District:	
Fax Number:	( )		
<b>TYPE OF USE Select One</b>			
Agricultural <input type="checkbox"/>	Group Home <input type="checkbox"/>	Home Occupation <input type="checkbox"/>	Legal Non-Conforming <input type="checkbox"/>
Mining <input type="checkbox"/>			
<b>USE DESCRIPTION</b>			
I certify I am the owner (or authorized agent for the owner) of the subject lot or parcel. I guarantee that the information provided on this application and related documents, including the site plan, are correct to the best of my knowledge.			
I hereby acknowledge that I am aware of, and understand State and County laws regarding the use of acreage for the purpose identified in this land use application.			
I understand that I am required to obtain a Record Permit, for any development or improvements placed onto the subject lot or parcel, if this application is approved for a land use, and may be exempt from portions of the Maricopa County Zoning Ordinance and the County Building Code.			
If at any time the parcel of land, structure or use no longer meets the requirements of the original approval, all requirements or regulations imposed by Maricopa County will apply and the parcel of land, structure, or use will be required to be brought into compliance.			
Owner's/Agent's Signature: _____ Date: _____ (Circle one)			



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CONTACT SUPPLEMENTAL



Complete applicable sections below.

TRACKING NUMBER:

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:	
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT PERSON 1:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
CONTACT PERSON 2:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
FAX NUMBER: ( )		E-MAIL:		

AGENT/CONTACT INFORMATION

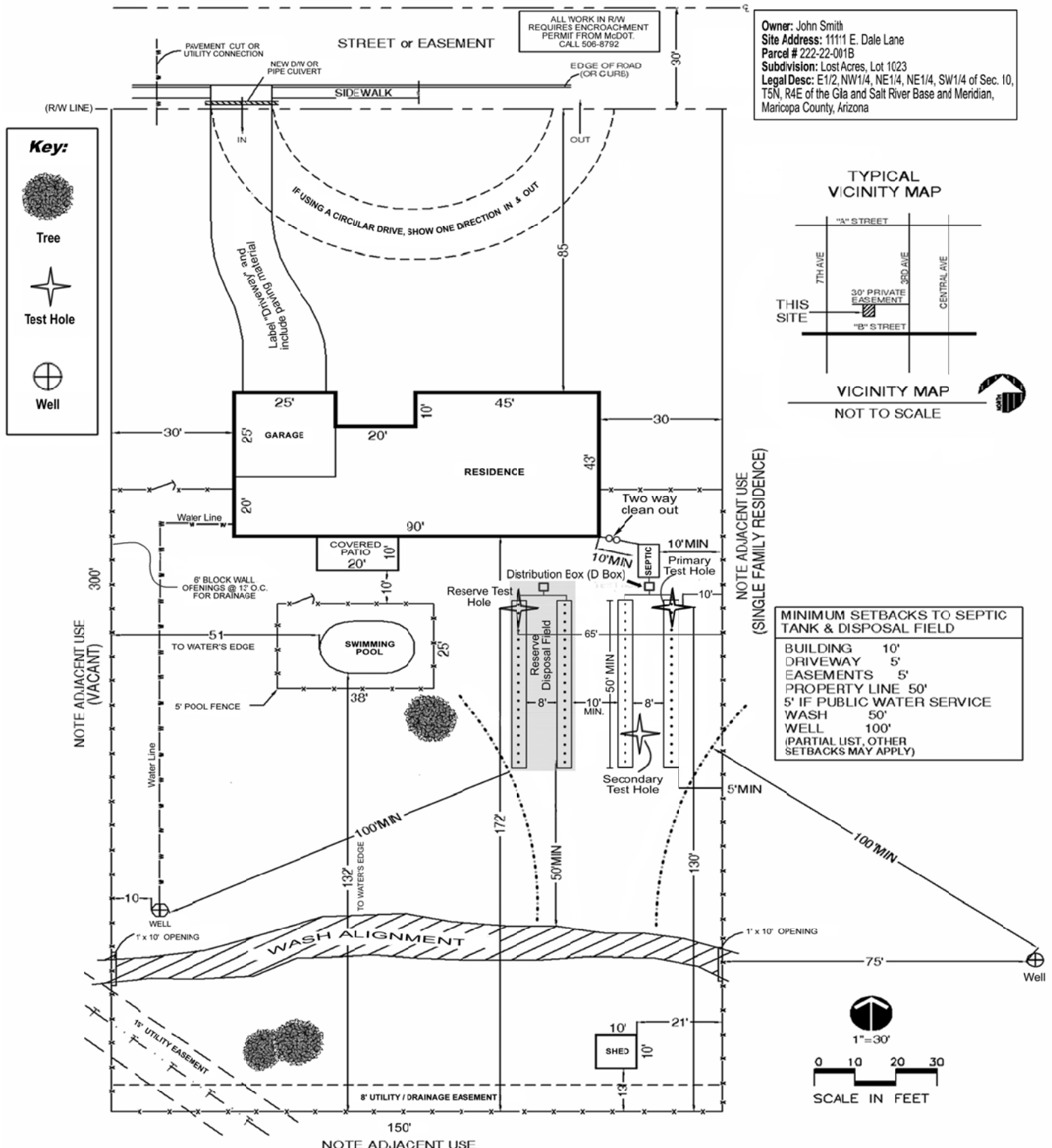
BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON 1:	TITLE:
PHONE NUMBER: ( )	ALTERNATE PHONE: ( )
CONTACT PERSON 2:	
PHONE NUMBER: ( )	ALTERNATE PHONE: ( )
FAX NUMBER: ( )	E-MAIL:



# Planning & Development Department



## TYPICAL RESIDENTIAL SITE PLAN

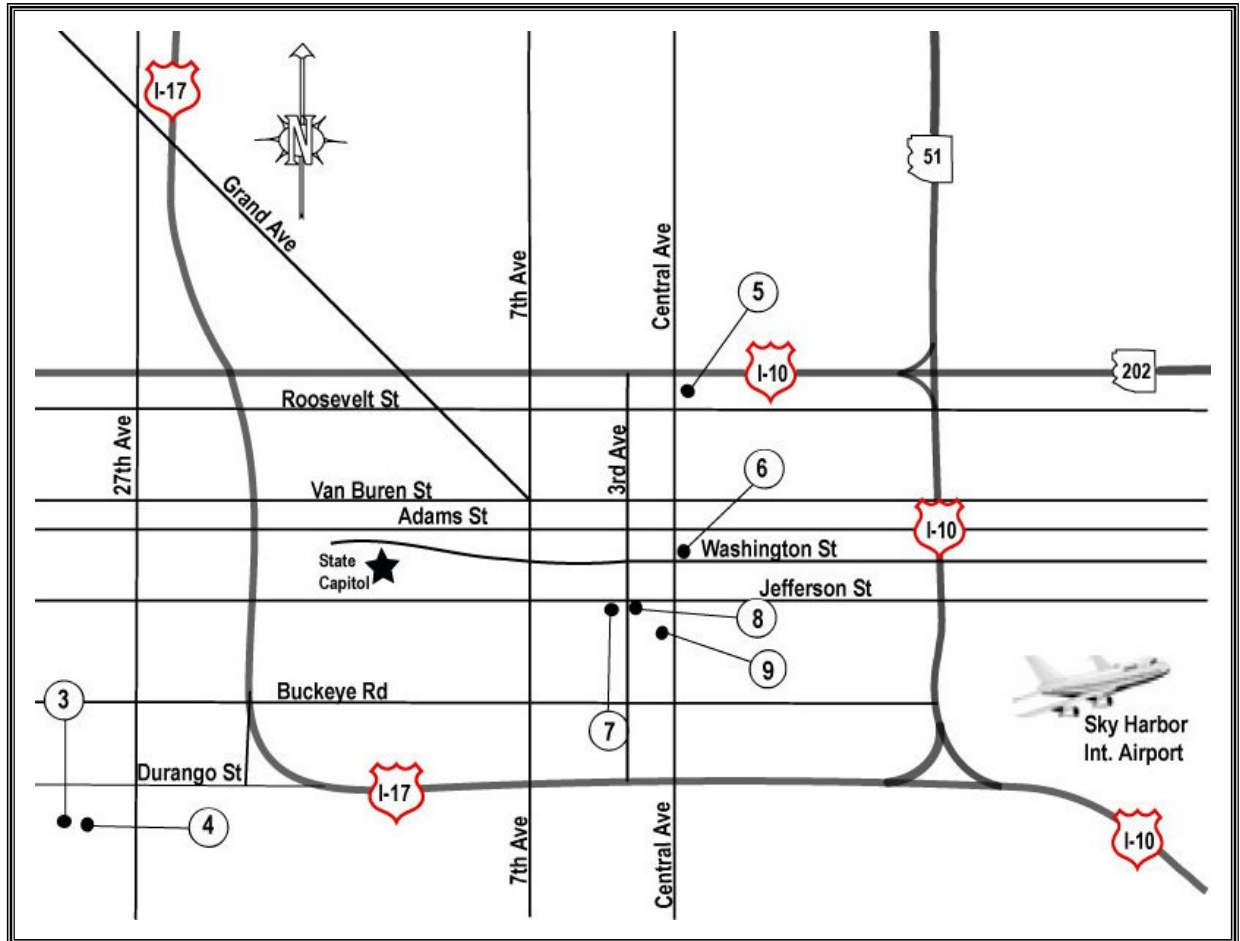
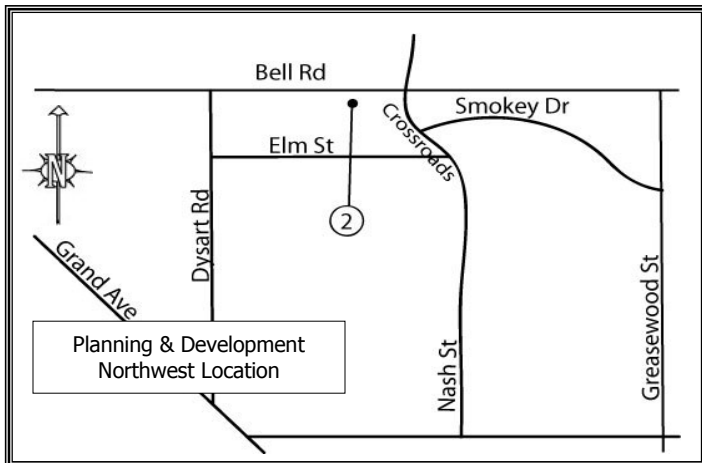
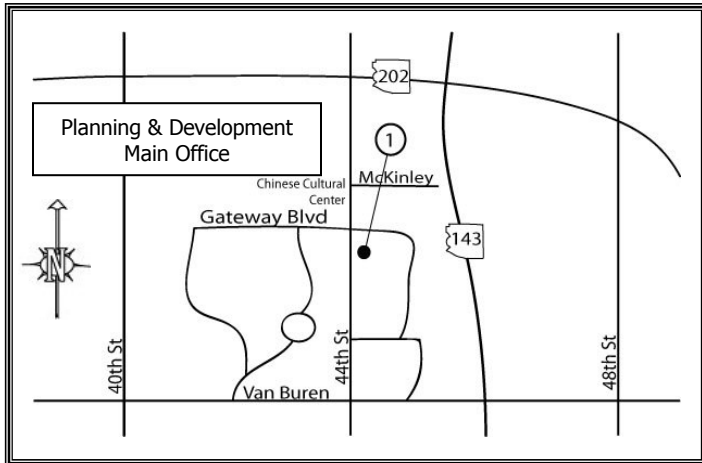






# Planning & Development Department

## PERMITS FACILITIES DIRECTORY



- 1.) Planning & Development** (602) 506-3301  
501 N. 44<sup>th</sup> St, Suite 200 Fax: (602) 506-3601
- 2.) Planning & Dev N.W. Office** (623) 875-1361  
12975 W. Bell Rd. Fax: (623) 583-7143
- 3.) Department of Transportation** (602) 506-8600  
2901 W. Durango St.

- 4.) Flood Control District** (602) 506-1501  
2801 W. Durango St.
- 5.) Environmental Services** (602) 506-6666  
1001 N. Central Ave
- 6.) B.L.M.** (602) 417-9200  
1 N. Central Ave

- 7.) Assessor's Office** (602) 506-3406  
301 W. Jefferson St.
- 8.) Recorder's Office** (602) 506-3535  
111 S. 3<sup>rd</sup> Ave
- 9.) Sheriff's Office** (602) 876-1070  
201 W. Jefferson St.  
(Records & ID)